



1301 E. 53rd St
Davenport, IA 52807
563) 386-1445
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JOB DESCRIPTION: REGISTERED VETERINARY TECHNICIAN

POSITION SUMMARY

A Certified Veterinary Technician directly handles inpatient and outpatient care, working in coordination with veterinarians. The technician assists in exam rooms by taking patients' history, vital signs and weight; preparing vaccines; collecting samples and running diagnostic tests; providing client education; and assisting with animal restraint. Technicians also may see their own appointments for procedures such as suture removal, nail trim, vaccine administration when a doctor exam is not required, sample collection and testing for long-term medication monitoring, surgery admission and discharge appointments. Technicians directly impact doctors' productivity, client service and patient care. Technicians play a key role in communicating with clients in person and by phone for follow-up care and patient monitoring. This is a full-time position in which attendance is essential.

Reports to: Hospital Manager, DVM

JOB RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

TECHNICAL DUTIES

- Assist veterinarians in the practice of veterinary medicine, surgery, special procedures, and dentistry
- Perform in-hospital lab testing and prepare specimens for outside labs
- Assist veterinarians in outpatient exams by taking histories, vital signs and weights as well as providing client education
- Provide nursing care for in-hospital patients
- Conduct pre-admission exams and discharge hospitalized patients
- Perform client callbacks
- Maintain proper care and medication administration of hospitalized animals
- Maintain legally defensible medical records in cooperation with veterinarians

EXAM (EXAM ROOM ASSISTANT/ERA)

- Prepare and maintain exam rooms (cleanliness and stocking of supplies and brochures)
- Assist veterinarians by taking patients' history, vital signs and weight; briefing veterinarian with pertinent patient and client information; preparing vaccines and medications; patient restraint; and assisting with medical records
- Educate clients on prevention and wellness topics
- Collect samples and run heartworm and intestinal parasite tests
- Fill prescriptions per veterinarians' instructions
- Educate clients about medication instructions and administration
- Perform admission exams for patients being hospitalized, including weight, vital signs and cursory pre-surgical exam
- Perform cursory pre-anesthetic exams on surgery and dental patients and ensure a complete physical is performed by the veterinarian prior to anesthetic induction
- Discharge patients after surgery
- Discuss itemized treatment plans with clients. Able to explain details and value of line items. Explain cost range for plans and deposit process when necessary.
- Conduct routine dental recheck exams

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- Set up and take radiographs correctly while ensuring safe techniques for both the patient and restrainers
- Retrieve digital radiographs from all viewing stations and set up laptop in exam rooms
- Perform bandage changes during follow up appointments

LAB

- Responsible for in-hospital lab testing such as intestinal parasite screens, pre-anesthetic testing, senior screens, complete blood count, urinalysis, heartworm, tick-borne diseases, Feline Leukemia, FIV, cytology, etc.
- Collect and prepare samples
- Report diagnostic testing results to veterinarians
- Maintain quality controls and record keeping on in-house lab equipment
- Complete proper sample preparation, shipping and paperwork for outside diagnostic lab tests
- Knowledge of specific labs for specialized tests

TREATMENT

- Perform treatments noted in Instinct and in medical records (hospitalized patients, surgeries, dentistry patients)
- Assist veterinarians with daily treatments
- Monitor intensive care patients
- Provide nursing care
- Accurately set up and take radiographs
- Use and maintain IV pumps
- Place & maintain IV catheters

SURGERY

- Admit patients scheduled for surgery and dentistry
- Keep surgical materials stocked
- Prepare gown and surgical packs
- Verify adequate oxygen supply and delivery, and understand correct operation of the anesthesia machine and waste gas scavenger system
- Prepare surgery suite for surgery
- Prepare instruments; know type of surgical instruments required for specific surgeries
- Assist veterinarians with patient restraint
- Assist veterinarians with induction/intubation or perform induction/intubation
- Perform surgical preparation of patient
- Monitor and adjust anesthesia closely with both monitoring equipment such as pulse oximeter and electrocardiogram and physical/manual means such as reflexes, palpating pulse, CRT, etc.
- Understand trends and point when veterinarian should be notified
- Help maintain anesthesia machine
- Assist veterinarian performing surgery understanding the importance of the sterile field, proper gowning & gloving procedure, and sterile & aseptic techniques
- Monitor patients waking up from anesthesia; assist with treatment if patient has reaction to anesthesia
- Clean surgery suite and surgical instruments after each procedure following hospital sterilization protocols
- Understand and perform sterilization process utilizing autoclave and gas sterilizer
- Maintain accurate anesthesia/surgical medical records
- Ensure hospital patients are discharged, well-groomed and in an appropriate medical condition
- Set up and take radiographs correctly while ensuring safe techniques for both the patient and restrainers
- Display appropriate radiographs for surgical procedure



- Apply bandages post-op

SPECIAL PROCEDURES

- Admit patients scheduled for ultrasounds, Scopes, or CT
- Knowledge of using the ultrasound unit:
 - Ability to enter patient information correctly
 - Choose correct type of probe and type of ultrasound being performed (cardiac, abdominal, or limited)
 - Correctly set up equipment on US table according to US being performed
 - Ability to save file, send to server, and retrieve previous images saved
- Set up for ultrasound guided biopsies or centesis
- Set up for special procedures for upper and lower endoscopy, bronchoscopy, cystoscopy, rhinoscopy, laparoscopy, laparoscopic assisted gastropexy, and PEG tubes
- Attach images taken during procedure to patients' file
- Maintain all scopes by using proper cleaning and disinfecting
- Assist veterinarians with all procedures above
- Complete home care instructions for all procedures
- Properly clean special procedure room and put away all equipment after each procedure following hospital protocols

DENTISTRY

- Clean, scale and polish teeth using dental equipment and hand instruments
- Perform fluoride treatments
- Be knowledgeable of teeth numbering system for canines and felines
- Record dental problems in medical records and report them to veterinarians for instructions
- Assist veterinarian performing oral extractions or other dental procedures
- Complete dental report cards
- Take before-and-after digital photos for client handouts and record keeping
- Take and process dental radiographs
- Document accurate dental charting in the patient's file

MEDICAL RECORDS

- Update medical records with progress notes
- Communicate with hospital staff through notations in medical records
- Record information for hospitalized patients via Instinct including:
 - Patient status throughout the day – including unusual/changed behavior, symptoms, appetite, bodily functions, etc. along with procedures performed, noting each entry with initials, date, and time
 - Medical boarding information
 - Hospitalized procedures such as surgeries, radiographs and dentistry
 - Pre-surgical exam findings, anesthesia risk
 - Time anesthesia begins, ends and how many minutes
 - Suture material, suture pattern; incision location and size; veterinarian's surgical notes
 - Lab test results
 - Dental charts
 - Injections, medications, fluid therapy, pain management
 - Take medically relevant photographs when applicable, attaching to patient's file
- Note homecare instructions given to and reviewed with client



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- Create treatment plans, transfer to whiteboard, and post charges
- Collect signatures on consent forms and treatment plans

- Ensure all products and services are documented and the appropriate DVM credited

HOUSEKEEPING DUTIES

- Assist in cleaning duties when time allows

ADMINISTRATIVE DUTIES

INVENTORY

- Log controlled drugs
- Assist with inventory physical count
- Know how to use the inventory module in veterinary practice-management software
- Unpack deliveries, reconcile against invoice or packing slip and restock supplies
- Restock inventory to guard against expiration dating problems, and to ensure each item's integrity is preserved through proper storage
- Restock shelves and drawers in exam rooms, treatment area, surgery suite, and special procedures
- Note any items in the hospital running low and restock immediately, adding items to "Want List" prior to supply being fully depleted

SAFETY

- Follow OSHA requirements
- Report any knowledge of or observation of inadequacies in patient care or violations of the Employee Handbook or protocols to the Veterinary Technician Manager immediately
- Follow practice's health and safety protocols
- Maintain Material Safety Data Sheets (MSDS)

ADMINISTRATIVE

- Be proficient in using our veterinary practice-management software
- Train new Veterinary Technicians and Assistants
- File lab results
- Assist Client Care Specialists when they need additional help
- Attend and participate in department and hospital staff meetings

EDUCATIONAL REQUIREMENTS & SKILLS NEEDED

EDUCATIONAL REQUIREMENTS

- High school diploma or equivalent
- Associate's degree in Applied Science, Veterinary Technology
- State license to work as a certified/licensed/registered Veterinary Technician

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SKILLS NEEDED:

- Ability to assist veterinarians in the practice of veterinary medicine and surgery

PHYSICAL OBLIGATIONS:

- Able to lift patients and carry equipment up to 25 pounds; ability to lift patients or carry equipment over 25 pounds with assistance
- Endure sitting, standing and walking on hard floor surfaces for extended periods
- Type information for patient records and prescription labels into the computer
- Able to work in noisy work conditions with sounds from animals and equipment
- Take safety precautions for exposure to patient bodily fluids, cleaning chemicals, toxins, drugs, anesthesia and radiation